



PARADE OR EVENT PERMIT APPLICATION

In accordance with the provisions of Sections 29-67, 29-68, and 29-69 of the Code of the City of Norfolk, 1979, as amended, the undersigned applicant hereby applies for a "Parade or Event Permit," provides the following information and represents that it is true and correct: (all information is to be typed or printed).

A Permit fee of \$100.00 must be submitted with the application. The application must be submitted 60 days prior to the scheduled event date.

Applicant: _____ Name of Event Sponsor(s) _____

ADDRESS: _____

Bus. Phone: _____ Home: _____ Type of Event/Activity:

Event Name: _____ Check Appropriate Blocks

Event Date(s): _____ ☐ Run ☐ Walk ☐ Parade

☐ Block Party ☐ Bike Race

No. of Event Participants: _____ ☐ Festival ☐ Other

No. Of volunteers: _____ (Attach list)

Time of Street closure: _____ For Parade, state following

Starting: _____ No. of Vehicles _____

Ending: _____ No. of Bands _____

Purpose of Event: _____ No. of Floats _____

_____ No. of Animals _____

_____ Total No. Units _____

Event Route or Area, Include All Details: (Attach Map) _____
(For Block Party, Indicate street(s) and limits of requested closure)

**RETURN COMPLETED APPLICATION TO
RIGHT OF WAY PERMIT SUPERVISOR
810 UNION STREET
ROOM 200, CITY HALL BUILDING
Norfolk, VA 23510**

PHONE # 664-7306

FAX # 664-4696



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Police Traffic Control Required: ☐ Yes ☐ No

Other City Support Services requested; Be specific: _____

EVENT NOTIFICATION:

The Event Sponsor is responsible for contacting any neighborhood businesses and/or Civic League(s) that will/may be affected by the proposed event. The required notification, such as a neighborhood flyer or a letter signed by the event sponsor certifying that the proper notice has been issued, must be furnished before a permit can be issued.

INSURANCE POLICY OR CERTIFICATE OF INSURANCE REQUIRED: ☐ Yes ☐ No

The insurance policy or certificate of insurance must name the City of Norfolk as an additional party insured, and must contain provisions covering public liability, bodily injuries or death, and property damage to all liabilities arising out of the parade or event which is the subject of this permit application. All insurance shall be with companies authorized to do business in the Commonwealth of Virginia and the amounts of such insurance shall not be less than the following:

<u>Bodily Injury or Death Liability</u>		<u>Property Damage Liability</u>	
Each Person	\$500,000	Each Accident	\$50,000
Each Accident	\$1,000,000	Aggregate	\$50,000

The insurance policy or certificate of insurance must be presented to the Director of Public Works at or before the time of the approval of this application.

The applicant, for himself and for any other persons, organizations, firms and corporations sponsoring the parade or event which is the subject of this permit application, jointly and severally, hereby contracts and agrees to indemnify, defend and hold harmless the City of Norfolk, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant or other sponsor in connection with said parade or event.

The applicant, for himself and for any other persons, organizations, firms, and corporations sponsoring the parade or event which is the subject of this permit application, jointly and severally, hereby contracts and agrees to pay all costs of services provided by the City of Norfolk in support of said parade or event as required by Sections 29-67, 29-68 and 29-69, of the Code of the City of Norfolk.

Said costs shall be determined by the Director of Public Works and must be paid within five (5) working days in advance of said parade or event.

The applicant must notify the Right of Way Permit Office (664-7306) of any cancellation of the parade or event within five (5) working days thereof to prevent the forfeiture of permit fees and deposit fees.

Applicant's Signature Date